

Information Notice

FENERBAHÇE UNIVERSITY

GENERAL INFORMATION TEXT UNDER THE PERSONAL DATA PROTECTION LAW NO. 6698

Our university, in accordance with the Personal Data Protection Law No. 6698 ("KVKK"), takes the utmost care in processing and protecting your personal data. As the data controller, we have taken all necessary technical and administrative measures to prevent the unlawful processing of personal data, unauthorized access to personal data, and to ensure the security of personal data. In accordance with Article 10 of the law, we would like to inform you through the policies and this information notice that has been prepared to cover students, suppliers, administrators, and employees, board of trustees, employees, job applicants, visitors, public institutions and organizations, and employees of private legal entities, as well as relevant third parties. This information notice has been prepared by **FENERBAHÇE UNIVERSITY** ("University") as the data controller, in accordance with Article 10 of Law No. 6698 on the Protection of Personal Data and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

1- Data Controller

FENERBAHÇE UNIVERSITY (Located at Atatürk Mahallesi, Ataşehir Boulevard, Metropol Ataşehir/ISTANBUL) processes your personal data as the "Data Controller," as defined in Article 3 of Law No. 6698 on the Protection of Personal Data.

2- For What Purpose Are Personal Data Processed?

In accordance with Law No. 6698 on the Protection of Personal Data (KVKK), your personal data shared with our University is processed by our University, either wholly or partially, through automatic or non-automatic means, including obtaining, recording, storing, altering, reorganizing, and any other processing activity related to your personal data, whether as part of any data recording system or not.

The personal data processed by the University within the scope of its activities are processed in compliance with the relevant legislation for the following purposes:

Identity Information (Name, Surname, Mother's Name, Father's Name, Maiden Surname, Date of Birth, Place of Birth, Gender, Marital Status Information, Population Registry Information, Series-Order Number, TCKN, Signature, Nationality, Passport Number)

Contact Information (Address, Phone Number, Email Address, Registered Electronic Mail Address (KEP))

Operational Security Information (MAC Address, IP Address Information, Username, Password Information, Internet Website Access-Exit Information)

Employment Information (Payroll Information, Employment Entry Records, Performance Evaluation Reports, AGI, SGK Occupational Code, File and Debt Information Related to Enforcement Proceedings, Employment Notification, Incapacity for Work Report, SGK Service Record, Asset Form)

Risk Management Information (Information Processed for the Management of Commercial, Technical, and Administrative Risks)

Physical Space Security (Camera Recordings)

Legal Transaction Information (Personal Information in Correspondence with Judicial Authorities, Lawsuit and Enforcement Files)

Customer Transaction Information (Name, Surname, T.C. Identity Information, Invoice Information, Information on Counter Receipts, Order Information, Request Information, Call Center Records, Check and Promissory Note Information)

Financial Information (Account Number, IBAN Number, Salary Information, Overtime Duration, File and Debt Information Related to Enforcement Proceedings, Private Pension System (BES), Expense Receipts, Account Information, Invoice Information, Balance Sheet Information, Financial Performance Information, Credit and Risk Information, Asset Information)

Professional Experience Information (Title, Educational Information, Diploma Information, Resume, In-Service Train

Marketing Information (Shopping History Information, Surveys, Cookie Records, Information Obtained through Campaigns, Targeting Information)

Visual and Audio Data Information (Photographs, Voice Recordings, Video Recordings) Health Information (Information about Disability Status, Health Reports, Blood Type Information, Test Results)

Health Information (Information about Disability Status, Health Reports, Blood Type Information, Test Results)

Philosophical Beliefs, Religion, Sect, and Other Beliefs (Religion (Religion field on old IDs))

Criminal Convictions and Security Measures Information (Criminal Record, Information on Security Measures)

Other Information - Other - Family - Reference Information (Reference Name, Reference Title, Reference Number, Spouse's Name-Surname, Number of Children, Name-Surname of Family Member)

Other Information - Other - Student Information (Student Number, Diploma Information, High School Graduation Information, Education Information, Department and Grade Information, Transcript, Discipline Information)

Personal data that you directly or indirectly share with our University, including records related to complaints or requests submitted through the website and the evaluation and management process of these, are processed and protected within the scope of University activities in compliance with Law No. 6698 on the Protection of Personal Data and relevant legislation.

The purposes for processing personal data by our University are as follows:

- To fulfill the burden of proof in legal disputes with third parties involving the University.
- To facilitate corporate and personal development through participation in educational seminars, or events organized by the University.
- To maintain corporate communication with the University.
- To ensure the quality and security of the University's corporate activities and the safety of relevant individuals.
- To carry out financial and accounting transactions of the University.
- To improve the University's services and carry out corporate development activities.
- To plan and execute human resources processes, including job applications and internship applications.
- To create employee personnel files and fulfill financial obligations.
- To make legal notifications to relevant public institutions and organizations as required by legislation and fulfill legal obligations related to University activities.
- To maintain contact with the University, use the University's website, and contact the University through its communication channels.
- To ensure the security of University buildings and facilities, control access to University premises, and monitor entrances and exits.

- To conduct processes related to the Personal Data Protection Law (KVKK) at the Personal Data Protection Authority (KVKK Kurumu).
- To establish contact with individuals, both natural and legal, with whom the University has legal relationships.
- To prepare and execute contracts and protocols with students, suppliers, employees, and other relevant third parties, as well as ensure their performance.
- To manage transportation and accommodation processes for University-organized activities.
- To take administrative and technical measures for information security at the University.
- To ensure the physical security of the University.
- To handle check and promissory note collections, perform banking transactions, make credit card collections, manage the University's cash flow, and make payments.
- To carry out occupational health and safety processes.
- To conduct health check-ups for employees.
- To handle legal processes such as lawsuits, arbitration, and enforcement proceedings.
- To manage insurance processes.
- To carry out sales processes for the University.
- To handle visa processes for employees.
- To manage inventory processes.
- To evaluate student requests and complaints.
- To conduct audit processes at the University.
- To manage administrative processes at the University.
- To conduct discipline processes for students and employees.
- To manage event and invitation processes.
- To carry out student registration processes.
- To manage University exam processes.
- To oversee the processes of Master's and Doctorate programs.
- To conduct announcement and general satisfaction surveys, maintain graduate relationships, determine needs based on preferences, habits, and requests of stakeholders.
- To ensure the security of the University and relevant individuals, protect public health.
- To determine corporate strategies, perform services in compliance with regulations, contracts, and technological requirements, and improve services.
- To engage in promotional activities, conduct needs analysis, and organize records and documents in electronic or paper format for processing purposes.
- To share data arising from academic requirements, such as domestic and international school and university student exchange programs, postgraduate studies, and other academic needs.

- To fulfill information storage, reporting, and information obligations foreseen by legislation, relevant regulatory institutions, and other authorities.
- To enable individuals and organizations (employees, visitors, suppliers, business partners, etc.) related to the University to benefit from the activities and services of the University and/or its affiliated centers and units.
- To plan and implement the University's education policies and processes, and to carry out academic and administrative activities.
- To ensure the personal and property security, as well as the legal and commercial security, of individuals and organizations located in the centers and units where University affairs are conducted or affiliated with the University.
- To carry out legal, financial, and administrative compliance processes and fulfill financial, legal, and administrative tasks.
- To support research related to the University's educational, teaching, research, social, cultural, and academic activities.
- To fulfill the responsibilities and duties of authorized government agencies and professional organizations in the context of audits and/or regulatory tasks.
- To respond to requests for information and documents from judicial authorities, consumer arbitration boards, and/or administrative authorities.
- To conduct listing, reporting, verification, and analysis studies related to the usage of products and services offered in all centers and units affiliated with the University. This includes generating statistical and scientific information to improve our activities and services, enhance satisfaction, and make personalized enhancements based on user data.
- To conduct market research, promotional activities, and necessary information dissemination related to our activities and services. This also involves evaluating complaints and suggestions and establishing direct communication with you through communication channels shared with the University.
- To process your personal data in accordance with the provisions of Articles 4, 5, and 6 of the Law for the purposes of conducting distance education activities. Your personal data will not be used for any other purpose beyond the activities of the University.
- To fulfill the responsibilities and duties of authorized government agencies and professional organizations in the context of audits and/or regulatory tasks.
- To respond to requests for information and documents from judicial authorities, consumer arbitration boards, and/or administrative authorities.
- To conduct listing, reporting, verification, and analysis studies related to the usage of products and services offered in all centers and units affiliated with the University. This includes generating statistical and scientific information to improve our activities and services, enhance satisfaction, and make personalized enhancements based on user data.
- To conduct market research, promotional activities, and necessary information dissemination related to our activities and services. This also involves evaluating complaints and suggestions and establishing direct communication with you through communication channels shared with the University.

- To process your personal data in accordance with the provisions of Articles 4, 5, and 6 of the Law for the purposes of conducting distance education activities. Your personal data will not be used for any other purpose beyond the activities of the University.

3- To Whom and for What Purposes are the Processed Personal Data Transferred?

The personal data processed by our university is shared with individuals and legal entities in accordance with Articles 8 and 9 of the Personal Data Protection Law No. 6698 for the following purposes:

- To carry out university activities and fulfill mutual obligations, personal data is shared with service providers, suppliers, and assistants.
- To comply with legal obligations stipulated in relevant legislation and ensure security, personal data is shared with relevant public institutions and organizations.
- For the purpose of managing the occupational health and safety processes of relevant individuals, health data is shared with healthcare providers and insurance companies within the scope of occupational health and safety measures.
- For conducting financial transactions of relevant individuals, data is shared with banks, financial institutions, public and private legal entities, and public officials.
- In matters related to public safety and legal disputes, and upon request and in compliance with the legislation, data is shared with public prosecutor's offices, courts, enforcement offices, and relevant legal institutions.
- In the case of transferring special categories of personal data within the country, it is done with the explicit consent of the data subject or as permitted by the laws for special categories of personal data other than health and sexual life data.

In addition to the mentioned categories, personal data is also shared with our university's employees, board of trustees, legal and financial consultants, service providers within the scope of university activities, public institutions, ministries, judicial authorities, and other authorized public institutions and organizations, as well as individuals and organizations permitted by payment service regulations, all in compliance with the legislation and for the purpose of data transfer.

4. Data Transfer Abroad:

In accordance with the principles set forth in Article 4/2 of the Personal Data Protection Law (KVKK), personal data of employees, job candidates, students, and suppliers, as well as service providers and visitors, may be transferred abroad individually based on obtaining Explicit Consent Texts regarding the processed personal data or in cases foreseen in Articles 5/2 and 6/3 of the KVKK. Furthermore, without the requirement for explicit consent but in

compliance with the rules specified in Article 9 of the KVKK, personal data may be transferred to foreign countries that are declared by the Personal Data Protection Board ("Board") to have sufficient protection once such countries are announced. For countries where adequate protection is not available as determined and announced by the Board, personal data may be transferred abroad only if data controllers in Turkey and the relevant foreign country provide sufficient protection in writing and obtain the necessary permissions from the KVKK Board, limited to the purpose of transfer. Within the scope of this framework and in compliance with the limitations specified in Law No. 6698, your personal information may be transferred abroad for the purpose of your legal relationship and activities with our institution.

5. Method of Personal Data Collection and Legal Grounds:

Personal data is collected within the scope of university activities, including students, suppliers, service providers, administrators, and employees of these entities, business partners, board of trustees, employees, job candidates, interns, visitors, employees of public institutions and organizations, and employees of private legal entities, as well as relevant third parties. The data is collected based on contracts concluded with our university, distance sales contracts, online sales transactions, records maintained online, application forms, forms filled out on the website, documents requested for personnel files created with personal data specified in the application form taken for human resources processes, financial information obtained for the establishment and maintenance of accounting, financial, and social rights, personal data processed for procurement, marketing, planning, quality, and corporate development, personal information processed in forms for training provided, surveys, training forms, job application forms, personal information processed automatically or non-automatically during your visit to the university building and facilities and the university website, personal information processed electronically, or image records, and personal information processed due to your explicit consent or legal obligations arising from legislation.

Your personal data is collected in compliance with international regulations, the Constitution, the Turkish Code of Obligations, the Labor Law, the Higher Education Law, the Turkish Commercial Code, the Law on Higher Education Institutions, the Tax Procedure Law, and related financial regulations, the Customs Law, Customs Regulation, Foreign Trade Legislation, Turkish Penal Code, Turkish Criminal Procedure Code, Law on the Regulation of Publications on the Internet and Combating Crimes Committed Through These Publications, Regulation on the Principles and Procedures Regarding the Regulation of Publications on the Internet, Regulation on the Processing of Personal Health Data and Protection of Privacy, Electronic Commerce Regulation, Electronic Signature Law, Electronic Communications Law, Consumer Protection Law, Regulation on Consumer Rights in the Electronic Communications Sector, Regulation on the Processing of Personal Data and Protection of Privacy in the Electronic Communications Sector, Regulation on Service Providers and Intermediary Service Providers in Electronic Commerce, Regulation

on Commercial Communication and Commercial Electronic Messages, Foundation of Higher Education Institutions Regulation, Police Duties and Powers Law, Turkish Statistics Law, Social Security Institution Law, Prevention of Laundering of Crime Revenues Law, Regulation on Electronic General Assembly System to be Applied in Joint Stock Companies, Trade Registry Regulation, Regulation on Private Employment Agencies, Regulation on the Websites to be Opened by Foundation Universities, Regulation on Processes and Technical Criteria Related to the Registered Electronic Mail System, Regulation on the Internal Systems of Banks, Distance Contracts Regulation, and other relevant legislation, laws, regulations, and communiqués, as well as the legal reasons specified below:

- Obtaining explicit consent from data subjects for the processing of personal data,
- Where it is necessary for the establishment or performance of a contract between our university and third parties directly related to the data subject,
- Where it is mandatory for our university to fulfill its legal obligations,
- Personal data that has been made public by the data subject,
- Where processing is necessary for the establishment, exercise, or protection of a right,
- Where processing is mandatory for the legitimate interests of the data controller provided that it does not harm the fundamental rights and freedoms of the data subject.
- Due to being explicitly stipulated in laws,

In accordance with this policy, personal data processed within the scope of university activities is kept for the periods determined by our university, depending on the nature of the processed personal data, and is preserved for the period specified in the legislation.

6 - Rights of the Data Subject Under Law No. 6698 on Protection of Personal Data (Right to Apply)

In accordance with Article 11 of Law No. 6698 on Protection of Personal Data, requests falling within the scope of "rights of the data subject" can be submitted to FENERBAHÇE UNIVERSITY as the data controller at the address "Atatürk Mah. Ataşehir Boulevard Metropol Ataşehir/ISTANBUL."

To submit such requests, the data subject can either fill out the **APPLICATION FORM** provided in the attachment, sign one copy of the form, and personally deliver it to the University along with identity verification documents, or send it by email to kvkkkomisyonu@fbu.edu.tr using a Secure Electronic Signature, mobile signature, or the Personal Registered Electronic Mail (KEP) address of the data subject, which must be used to send an electronic mail to the University's Registered Electronic Mail (KEP) address at fenbahceuniversitesi@hs01.kep.tr.

Furthermore, the data subject can make a personal application, apply through a notary public, or submit their application using the methods specified by the Personal Data Protection Authority.

In accordance with Article 11 of the law, any individual can apply to the data controller to exercise their rights regarding their personal data, including:

- Learning whether personal data is being processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used in accordance with that purpose,
- Knowing the third parties to whom personal data is transferred at home or abroad,
- Requesting the correction of personal data if it is incomplete or incorrect,
- Requesting the deletion or destruction of personal data under the conditions stipulated in Article 7 of the law,
- Requesting that the processes carried out as a result of the analysis of personal data exclusively through automated systems be objected to,
- Requesting compensation for damages in case of damage due to the unlawful processing of personal data.

Pursuant to Article 13/1 of Law No. 6698 on Personal Data Protection, to exercise the aforementioned rights, you must submit your applications to our University in writing or through the methods specified above by the Personal Data Protection Authority. Our University will conclude your requests, depending on their nature, as soon as possible and no later than thirty days free of charge. However, if the process requires an additional cost, a fee specified in the tariff determined by the Authority will be charged.